

Principal's Letter

Dear Student and Parents/Guardians:

Welcome back to the 2002-03 school year and welcome to the new Shrewsbury High School campus! The entire community can take great pride in this wonderful new facility designed to nurture and promote student learning and achievement.

We are pleased to provide each student with a copy of the **2002-03 Shrewsbury High School Planner**. The Planner incorporates an updated 2002-03 Student/Parent Handbook with a variety of tools and ideas to maximize student efficiency and organization. The School Council's Handbook Subcommittee, comprised of parents, community members, and students, was responsible for reviewing and adjusting the various components of the 2002-03 Student/Parent Handbook. Revisions to student discipline rules and guidelines were also suggested by the School Council Handbook Subcommittee and the high school administration.

There is space, every day, for assignments, appointments, meetings, and class activities. In addition, there are hints for improving study habits and managing time. A directory of clubs, class officers, and various school committees is included as well. Our expectation is that each student will have the 2002-03 SHS Planner in class each day to record assignments and take home each night to refer to as you study. The Planner also serves as your hall pass.

Please take the time to review the Student/Parent handbook section of the SHS Planner so that you can experience an enjoyable and productive year. Each administrator, teacher, parent, and student has a responsibility to ensure that our school encourages and provides a safe and respectful environment for each learner. Let's make that our shared commitment.

I am looking forward to another successful year for you and the Shrewsbury High School community.

Sincerely,
Daniel Gutekanst
Principal

Shrewsbury Public Schools

Mission

The Shrewsbury Public Schools, in partnership with the community, will provide students with the skills and knowledge for the 21st century, an appreciation of our democratic tradition, and the desire to continue to learn throughout life.

Descriptors Of Key Concepts

Partnership With The Community

The Shrewsbury Public Schools will foster meaningful relationships with parents, local businesses, and the community at large that will result in broad understanding of the mission of the schools and the commitment to be involved.

Skills And Knowledge For The Next Century

The Shrewsbury Public Schools will provide its students with a highly-skilled teaching staff, a rich and varied curriculum, state-of-the-art technology, appropriate school facilities, and a school culture that promotes high standards of achievement for all students.

Appreciation Of Our Democratic Tradition

The Shrewsbury Public Schools will model democratic values by encouraging student leadership on important issues, valuing diversity in the student population, and teaching our local and national heritage.

Desire To Continue to Learn Throughout Life

The Shrewsbury Public Schools will emphasize inquiry-based instruction, problem solving and innovation, student responsibility, the professional growth of staff, and the inclusion of the community in school programs.

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Principal's Letter

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SECTION ONE - GENERAL INFORMATION

Organization

Shrewsbury High School includes students in grades 9 - 12. All students are scheduled with courses carrying credit toward graduation.

Each Student is assigned to a homeroom (alphabetically by grade). Homeroom teachers provide general school advice and support. Each student is assigned a guidance counselor to assist with academic and personal advice.

Bus Information

Students who live more than two miles from the high school are bused. Conduct on the bus is related to school and all students are required to comply with School Bus Safety Rules and Regulations.

Care of School Property

Students normally respect the school property and maintain it with pride. Students should not mark school furniture, walls, ceiling, floor or equipment with pen, pencil, paint or any other instrument. Do not tamper with the fire alarms, fire extinguishers or any electrical systems. Anyone who willfully destroys school property through vandalism, arson, or larceny, or creates a hazard to the safety of our students will be subject to legal proceedings and restitution.

Fire Drills

During a fire drill, students follow teacher instructions. Everyone must leave the building quickly and quietly according to instructions posted in front of each classroom.

Lockers

Students are encouraged to use lockers or storage areas provided by departments for valuable property. The school provides personal lockers and locks for every student. Lost locks must be repurchased in the Attendance Office. All other locks will be removed from lockers.

Lost and Found

A lost and found area is located in the front office. All student property not picked up by July 1 shall be donated to charitable organizations.

Parents Contacting the School

Shrewsbury High School is concerned about your school problems which can be solved by contacting the right person for your particular concern.

Generally the best place to start in the solution of your problem is the source.

- When your concern is about your child and his/her educational program, contact the teacher first.
- If you are not satisfied with this solution, then call the Department Director.

• If the problem is not solved, the next step would be to call high school administration. The teacher, director, administrator--as trained professionals--are interested in the welfare of your child; a majority of problems can be solved at this level.

• If there is no resolution of the problem at the Principal's level, then the problem should be brought to the Superintendent.

• If there is no resolution there, contacting the School Committee would be a final step. (Very seldom do problems have to reach this level, but the Superintendent has always assisted parents in their efforts to bring problems to the School Committee).

High School: 508 841-8800

Central Office: 508 841-8400

Parent Participation

Parents are encouraged to become involved in support of their children's education. Please feel free to call or visit the school. Teachers, counselors, directors, and administrators will be happy to discuss school programs and your child's progress. Your child's records are, of course, available to you at all times.

The Principal's newsletter, *Colonial Update*, is mailed to you on a regular basis with calendars of events--including special parent events--student programs, news articles and school procedures. A guidance newsletter is mailed quarterly.

Special note on mailings: SHS sends frequent U.S. mail material. Parents are responsible for security of U.S. mail at home. A change of address notice to the school must be in writing.

We urge you to join one of the parent groups including the Athletic Boosters, Parent Forum, and Music Association. Parent volunteers can assist teachers and administrators (i.e. in the attendance office, media center, Service Learning) in many ways. Please call directors or administrators if you would like to help the school.

School Cancellations

When school will be canceled because of weather conditions, notification will be given, usually no later than 6 a.m., to the following radio stations:

WTAG AM 58

WSRS FM 96

WORC AM 1310

WBZ AM 1030

(The decision to cancel school will be based on reports from the Department of Public Works)

One Hour Delay: When there is an early morning safety factor, the School Department will announce the delay of the opening of school by ONE HOUR. The announcement will

be made by 6 a.m. over the radio stations previously listed. If this plan is in effect, starting times would be as follows:

- 8:25 a.m. High School
- 8:55 a.m. Middle School
- 9:30 a.m. Coolidge
- 10:00 a.m. Paton/Beal/Floral St./Spring St.

When there is a one-hour delay, school buses will pick up students one hour later than the regularly scheduled time. Special Education transportation will also be delayed one hour unless the student is individually notified of another adjustment. Dismissal times will remain as on a regular day.

Early Dismissal: Early dismissal requires the most cooperation between parents and school. If the weather conditions and safety issues warrant early dismissal, notifications will be made over the radio stations listed above.

Teacher Training

Shrewsbury High School is designated as a teacher training site for many of the state's colleges and universities. Students can expect that at some time during their stay at Shrewsbury High School, one of their experienced teachers will be working closely with a practicum or prepracticum teacher who will be learning the skills needed to become an effective educator.

Textbooks and Library Books

All students are expected to cover their textbooks and treat them carefully. If a textbook or library book is misused, a fine will be imposed. If a textbook or library book is lost, the replacement cost of the book is determined by the Department. Students who do not pay for the lost books will not be issued final report cards.

Visitors

Adult members of the community are welcome to visit Shrewsbury High School. All visitors must register in the Main Office and receive a visitor’s pass. Shrewsbury students are not permitted to invite other high school or college age guests for allay visits. Exceptions to this rule will be considered when a request is made in person or by telephone by a parent/guardian to the Administrator’s office at least **two** days before the expected visit.

Student Concerns

•Students are encouraged to become involved in their school. If they have a concern they should discuss it with an appropriate staff or Student Council member. If not comfortable at this level, administrators are available to assist and/or redirect in solving concerns. It is a student’s responsibility to raise concerns, in a respectful manner, with appropriate faculty or administration.

•Students are also encouraged to participate actively and respectfully in the annual School Community Meeting.

Work Permits

1. Work permits may be obtained at the Superintendent's Office, 100 Maple Ave., or at Shrewsbury High School.
2. A student must have been hired for a job before obtaining a work permit.
3. A birth certificate is required for the first work permit.
4. The student **must** come in to obtain the work permit, which requires 24 hours for processing.
5. Each *new* job requires a *new* work permit.
6. Refer questions to Mrs. Abbott, Supervisor of Attendance, at the Superintendent's Office (508 841-8400) or the high school main office.

High School Staff and Organization

Administrators

Principal	Daniel Gutekanst
Asst. Principal for Administration	Kenneth Largess
Asst. for Student Affairs	Ellen Meyers
Asst. Principal for Curriculum	Anne Steele

Department Directors

Athletics	Gordon Warren
English	Bonita LaBelle
Family & Consumer Science	Linda Stapleton
Foreign Language	Joyce Teggart
Guidance	Nicholas DiPilato
Health/Physical Education	Patricia Degon
Instructional Technology & Media Services	Robert Cornacchioli
Math	Jean-Marie Sullivan
Music	Bonnie Narcisi
Science/Tech Ed	Gail Swenson
Social Sciences	Robert Cormier
Special Education	Caroline Gilmore
Visual Arts	Patricia Welch

Faculty/Staff by Department English	Jennifer Avedian	Richard Marchand
	Jennifer Blackburn	Robert Munznner
	Linda Calimeris	Paula Toti
	Norman Danielson	Gordon Warren
	Danielle DePeter	Science & Technology Education Dorothy Bagley
	Justine Kavanagh	Mindy Bjork
	Christina MacDonald	Barbara Ewels
	Richard Nelson	Sara Fishm
	Robert Secino	Jeffrey Mazza
	Lynn Stevens	Robert MacMillan
Family & Consumer Science	Jennifer Brown	Barbara O'Connor
	Kathleen Gruszka	Janice O'Meara
	Sarah Monica	Jennifer Peloquin
Foreign Language	John Binkoski	Richard Perreault
	Lisa Black	J. Thomas Smith
	Pauline Courchesne	Allyn Taylor
	Cynthia Estaphan	David Whitmore
	Maryellen LaBua	Judith Whitmore
	Kathleen Lange-Madden	Jeff Cahill
	Jayne Ortiz	James Chace, Jr.
Guidance	Kimberly Plourde	Maureen Duhamel
	Anne Welch	Roberta Goldman
	Jason Costa	Dennis Klug
	Kathy Floyd	Amy O'Leary
	Gracelyn Matson	Harry Richardson
	Thomas Nault	Andy Smith
	Jammie Zona	Jennifer Wilson
ITAMS (Instruction Technology & Media Services)	Carolann Costello	Jennifer Wolff
	Marc Fine	Beth Bedrosian
	Karen Gustafson	Marie Cadigan
	Maggie Korab	David Curran
	Cliff Leoni	Jean Dewar
	Anita Magat	Michele Maroni
	Greg Marceau	David Nugent
	Donna Naumiec	Marjorie Potash
	Dawn Vigliatura	Carolyn Sherman
	Gerald O'Connell	Marc Spisto
Jobs for Bay State Graduates Math	Harry Clough, Jr.	Kathleen Tiernan
	Kim Cromer	Shari Fried
	Nancy Daniels	Danielle Viva
	Denise Fair	Judy DeFalco
	Thomas Kirklauskas	Beverly Angelo
	Gary Klauminzer	Kathy Barrett
	Patricia Kupci	Kathy Bradley
	Nancy Lowery	Terry Collier
	Linda Mongiat	Cindy G
	Jose Schroen-Levine	Christie Hawkes
Music	Patricia Yurkinas	Janet Osborn
	Kathleen Berger	Cathie Rossignol
	Anthony Ugliadoro	Beth Nichols, Director
	Ian Butterfield	Mary Ricker, Manager
Physical Education and Health	Pamela Krause	Heidi Doyle
		Nurse
		Office Staff
		Food Service Directory

SECTION TWO - ACADEMIC PROGRAM

Graduation Requirements

To graduate from Shrewsbury High School, a student must have earned **105 credits**. **2.5 credits** are granted for each semester of successful work in a full course; **5 credits** are granted for the year. Credits must be earned as follows:
English: **20 credits** (1 class for each of four years)
Social Studies: **15 credits** including **10 credits** in World Civilization and **5 American Studies credits**.
Physical Education/Health: **15 credits**
Science: **15 credits**
Mathematics: **15 credits**
Arts: **2.5 credits**
Electives: **22.5 credits**

Courses are successfully completed when the student earns a passing grade and does not exceed the maximum absence limit. In general, a student must be enrolled in six **(6)** full credit subjects plus physical education at all times as a minimum.

In order to participate in graduation exercises, a senior must remain in good academic standing throughout the senior year and pass four full credit courses (2.5 credits per semester) for both the fourth quarter and for the second semester. Seniors who do not successfully complete the requirements for a diploma are not allowed to participate in graduation ceremonies.

Promotion Policy

- In order to continue with his/her class,
- A freshman must have earned at least 21 credits by September 1 to be classified as sophomore; or 33 credits by mid year.
 - A sophomore must have earned at least 45 credits by September 1 to be classified as a junior; or 59 credit by mid year.
 - A junior must have earned at least 73 credits by September 1 to be classified as a senior; or 89 credit by mid year.

Students repeating freshman year may be promoted to the sophomore year at the end of the first semester if they have earned 33 credits. Those students repeating sophomore year may be promoted to the junior year at the end of the first semester if they have earned 59 credits. Students repeating junior year may be promoted to the senior year by earning 89 credits by the end of the first semester.

Grading System

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
F/failing below 60 Inc. = Incomplete			

Course Levels/Quality Point Values/Numerical Grade

<u>Equivalent</u>	Grade	AP	Honors	Level A	Numerical
	A+	5.7	5.2	4.7	97-100
	A	5.3	4.8	4.3	93-96
	A-	5.0	4.5	4.0	90-92
	B+	4.7	4.2	3.7	87-89
	B	4.3	3.8	3.3	83-86
	B-	4.0	3.5	3.0	80-82
	C+	3.7	3.2	2.7	77-79
	C	3.3	2.8	2.3	73-76
	C-	3.0	2.5	2.0	70-72
	D+	2.7	2.2	1.7	67-69
	D	2.3	1.5	1.3	63-66
	D-	2.0	1.5	1.0	60-62
	F	0	0	0	59

The semester grade is an average of the two term grades added to the semester exam. The weight of the semester exam may range from 10% to 25% of the semester grade.

Grades and Progress Reports

Four times during the school year, report cards will be mailed home (November, January, March, and June) to advise students and parents of academic standing. Progress reports will be sent home midway through each quarter. Parents of a child having academic difficulty should contact the school for conferences with teachers and/or guidance counselors.

Final Exams

Students must take final exams during the scheduled exam period only. In extenuating circumstances, with the written approval of the class administrator, other arrangements for final exams may be made.

Exams are also given at the end of trimester courses.

Senior second semester exams waiver: Seniors who maintained a B+(87 or over) average in any SHS class taken for credit for the third and fourth quarters combined, shall be exempt from taking the final exam with the teacher's approval. Eligibility depends upon having no attendance violation (10 day letter) in any class, or an attendance waiver granted in a class in which the student exceeded 10 absences.

Class Rank

An official class rank is determined at the end of grade 11 and at the ends of the 1st and 2nd semesters of grade 12 by ranking students according to grade point average (GPA). Class rank is calculated from the total number of quality points a student earns. Quality points are determined by the course level and grade received.

Honor Roll

1. The honor roll will be calculated at the conclusion of each marking period for grades 9 - 12. All courses in which students earn credit will be used in determining the honor roll.

2. The honor roll is based on the average a student achieves each marking period and maintains the high standard of academic excellence. The following averages will be used to calculate honor roll:

- a. Highest Honors An average of 93% or greater
- b. High Honors An average of 90% or greater
- c. Honors An average of 85% or greater

3. The calculations are based on the following numerical values:

A+	99	B+	88	C+	78
A	95	B	85		
A-	91	B-	81		

4. Students who earn any grade below a C+ are not eligible for honor roll designation for that marking period.

Academic Awards

Our programs for recognizing academic achievement include:

- Recognition in disciplines by departments
- Selection of students in their Junior or Senior year to the National Honor Society and/or National Art Honor Society
- Presentation of Honor Student Medals to seniors who have earned a 4.0 cumulative average in a minimum of 40 semester courses during the 4 years of high school.

Homework Guidelines

Homework is defined as preparation for class carried out independently by the student. It is important for all students to do regular homework as well as special projects. The ability to work successfully without supervision is valuable for intellectual development. Student, teacher, parent, and administrative responsibilities regarding homework follow.

Student Responsibilities

Students need to be aware that homework is for them.

Keeping up with assignments is often crucial for success in their courses. Reflection, practice, and synthesis of classroom material is essential for growth. Students must take it upon themselves to fully understand each teacher's

expectations, with respect to assignments, at the beginning of a course and proceed to use assignments as a tool to increase understanding and progress.

Students should:

- familiarize themselves with each course syllabus.
- expect homework each night.
- plan homework time.
- use planner to organize assignments.
- turn homework and assignments in on time.
- not let field trips excuse not doing homework.
- thoughtfully do their own work and not copy assignments.
- reassess returned assignments and note all feedback.
- makeup all assignments missed.

Teacher Responsibilities

Teachers need to be thoughtful about both the quantity and quality of homework assigned. If something is deemed worthy enough to be assigned, the end result should, consequently, be valued. This may take the form of questions addressed in class the following day, class discussion, or collected homework for which the teacher provides written feedback.

Teachers should:

- delineate homework policy and grading weights in course syllabus.
- give specific oral or written feedback and return collected homework in a timely fashion.
- use homework as a tool to assess student understanding.
- post assignments in classrooms to encourage student planning.
- allow adequate time for all assignments.

Parent Responsibilities

Parents have a special responsibility to ensure that students prioritize schoolwork and complete homework and other assignments. Additionally, parents maintain a vital connection between home and school by contacting teachers, counselors, and administrators when their student is experiencing difficulty with assignments.

Parents should:

- read course syllabi to learn about course requirements, individual teacher's grading of homework and frequency of assignments.
- provide appropriate time, materials, and space.
- contact teachers with questions and concerns.
- contact school when student has been absent three days or more to get homework assignments.
- ensure a balance between school work and other activities.

Administrative Responsibilities

The high school administration, including the principal, assistant principals, and department directors, are responsible for ensuring that all schoolwork, assignments, and homework reflect and are consistent with the educational goals of the high school's mission and expectations for student learning.

The administration should:

- encourage teachers to use homework as a tool to reinforce learning.
- oversee assignment of major projects with regard to impact on the total curriculum.
- emphasize that learning extends beyond the school day and that thoughtful homework is an integral part of learning.
- encourage teachers to use technology, i.e., the high school's web page, email, and voice mail system, to promote homework help and information.
- monitor the implementation of homework guidelines.

Make-up Work

Students who are absent for any reason will be required to make up work missed in each class. This work should take approximately the same time as missed from class. All make-up work must be submitted by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up, unless permission is granted by the grade administrator.

A day's absence does not excuse a student from responsibility for all requirements on the day of his return. Grades will be withheld if make-up work is not turned in, resulting in failure if the situation is not remedied. The student is responsible for obtaining all make-up work from teachers immediately upon return to school. If a student will be out of school for an extended period, a parent should contact the student's guidance counselor to get homework assignments. If a student will be out of school due to illness for more than ten school days, parent should notify the school nurse and guidance counselor to discuss the possibility of home tutoring.

Teachers will notify a student and guidance when he/she is

assigned an "Incomplete" in any class at the end of a quarter; all work must be completed and turned in to the classroom teacher within 10 school days or the grade of "Incomplete" will become an "F."

Extra Help

Teachers are available for extra help if a student does not understand an assignment, if the work is difficult, or if a student has been absent and missed class discussions and assignments. A conference may be arranged with the teacher at a mutually agreed time.

Repeating Courses

Students may repeat courses for the following reasons:

Failures

1. New grade and credits recorded.
2. For class rank - both grades are counted

Poor grades

1. New grade recorded - no credit
2. For class rank - both grades are counted

Summer School

Summer School may be offered to provide students with the opportunity to make up failed courses or receive extra help in a subject.

- Students must attain a minimum grade of C- in any course in order to receive credit.
- All make-up courses will be considered equivalent to one semester of work (worth 2.5 credits).
- Make-up must be done during the summer school session following the academic year in which the course was taken. No sequential courses may be taken prior to passing the prerequisite. Students failing one semester of English should make it up the next academic year, either during summer school (if teacher approved) or during the academic year immediately following the failure. Whenever two semesters of English credit are outstanding, the student may not go on to the next year of English. He must make up both semesters of English at that point.
- A student must have approval of the counselor and administrator to attend summer school. He/she must maintain good attendance, reasonable effort, and acceptable behavior in the failed class. Administrators will review cases on appeal with the department director.

Graduating Juniors or Early Graduation

In exceptional circumstances, students may graduate early if they have completed all academic requirements and earned required credits. Early graduation must be arranged in advance through the student's Guidance Counselor, who will act as the facilitating agent. Approval of the Principal is required. Requests will be submitted in writing with parental written approval.

The decision to graduate early as a Junior is a serious one which should not be approached lightly, as many social issues as well as academic concerns must be addressed. The deadline for approval of an early graduation request will be by the end of the first full week of Junior year. Requests should be based on one or more of these criteria:

- Superior academic achievement/desire to accelerate education
- Exceptional creative talent/desire to accelerate training
- Family financial need/obligation to work

The applicant must be and remain in good standing in all aspects of high school performance. The student will be permitted to participate in the graduation ceremony and senior activities but will receive a blank diploma. The student will also be required to remain in his/her regular class schedule and take final exams with the junior class. At the completion of the academic year, if all the prerequisites for graduation have been satisfied, an official high school diploma will be awarded to the student. Senior exam waivers (87 average) apply only to senior courses.

If for some reason all the conditions of the early graduation have not been met, and the student must return the following school year to complete the requirements, he/she will be allowed to participate in only one graduation ceremony.

Medical Excuse for Physical Education

Students medically excused from physical education will be assigned to the Physical Education Department's Sportsfolio Program. These students will be given articles to read on pertinent topics in physical education. Students on long-term medicals for a semester or year, may choose to do a research paper on a topic approved by his/her physical education teacher. A student's grade is based on his/her performance in this program.

Special Programs

Shrewsbury High School is a comprehensive public high school and curricular offerings are designed to meet the needs of all students. There are times, however, when a student needs special programs or courses. Shrewsbury High School has several options for this purpose.

- **Tutorial Services:** Peer tutoring is one of the most effective ways for students who need extra help in a subject. Students in grades 9-12 can receive such assistance in all subjects. Peer tutors are National Honor Society members or students in grades 10-12 who have been recommended by teachers as capable of providing help in a subject. Tutoring sessions take place during the directed study and continue for as long as required. Students are referred for tutoring by himself/herself, a teacher, a counselor or administrator, or parents. Please contact the department director or any faculty member for more information about this program.

- **Independent Study:** If a course cannot be scheduled, an independent study can often be worked out among the student, the teacher, the parent, and the counselor. These situations will be considered on an individual basis and must be requested at the beginning of the first or third quarter. Independent study requires a written agreement among student, teacher, and department director at the beginning of the semester/year, specifying meeting times and places, work products, evaluation, and credit. Principal's approval is required.

- **College Courses:** College courses taken for high school credit at local colleges and universities require the counselor's and the principal's approval. The following guidelines also apply to approved college courses:

1. Semester courses taken at colleges will be recognized at Shrewsbury High School as 2.5 credits per semester.
2. The grade and college will be listed on transcript; credit earned may or may not be transferable to other colleges and universities.
3. Grades will be averaged on a semester basis for Honor Roll and Class Rank with an Honors level designation.

- **Dual Enrollment Program:** As required by the Education Reform Act of 1993, Massachusetts public and non-public school juniors and seniors may enroll full-time or part-time at public higher education institutions. Students who have pursued a college preparatory course and have earned minimum grades of B (3.0 G.P.A. on 4.0 scale) may be recommended to participate in the program. Recommending sources may be either the high school principal, a guidance counselor, or a teacher. Tuitions are funded by the state of Massachusetts. These courses are to be taken exclusively during the day by 6 p.m. Enrollment is semester by semester. Please contact the Guidance Counselor for more complete details and to obtain applications. Students interested in fall semester courses should begin the application process by May 1. Spring semester applicants should begin the process by October 1.

- **Assabet Alternative High School:** For students with

specific learning needs as identified by the special education Team.

- **Assabet Valley Regional Vocational High School:** The vocational high school program provides specific vocational training for high school students. Students must apply through their counselor by April 1st to be considered for possible placement in the regional program.

- **Jobs for Bay State Graduates:** A program operating at Shrewsbury High School, providing guidance in job preparation and placement. The course is for seniors planning to enter the world of work after graduation.

- **PM School:** This program provides an opportunity for students to receive individual help and support to assist them in making up work in order to receive credit. Students may enter this program only at the recommendation of the grade administrator.

- **Student Assistants** : This program allows students to utilize study time in school to work as assistants to faculty and staff in faculty and administrative work. Students should see their counselor for more information.

SECTION THREE - STUDENT SERVICES

Special Education Guaranteed

This Special Education Program is in compliance with the special education federal statute (Individuals with Disabilities Education Act-IDEA97) and the state statute (603CMR28.00: Special Education).

Counseling Services

Counseling services, available for every student in the school, include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns; or any questions the student may feel he/she would like to discuss with the counselor.

Adjustment Counselors are available for more serious emotional/ psychological concerns.

Student Schedule Information

• **Distribution of Schedules**

Student schedules will be distributed in homeroom during the first day of school. These are schedules for the first semester only. Seniors and juniors should be scheduled for a minimum of 32.5 credits; sophomores and freshmen for a minimum of 35.0 credits.

• **Course Changes**

Request for course changes will be classified as necessary or discretionary. Necessary changes will be made during the school day; discretionary changes must be made in the evening.

Necessary changes include:

1. Students with incorrect schedules
2. Students with fewer than seven classes
2. Core curriculum classes at the wrong level
3. Students failing to meet the prerequisite for a given class

Discretionary changes include:

1. Changes in elective
2. Selection of an additional elective
3. Changes in level
4. Significant changes in course planning

Discretionary changes may be made during Guidance evening hours only.

• **Other changes**

1. All schedule changes after the first two weeks of the first semester and the 1st week of the second semester must be authorized by the designated Assistant Principal and/or the Principal.
2. No schedule change will be approved that reduces the student's load to less than the minimum number of required credits plus physical education except in extenuating

circumstances. Students will not be dropped from the class roll and assigned a study even if the student is failing or losing credit due to attendance.

3. Students will not normally be shifted into an unrelated course after the second week of the semester.

4. Changes may be made in levels within the same course or department at the request of the parent/guardian or student, or teacher, and/or counselor and with the approval of the parent/guardian via personal contact. Department director approval is required.

5. The student's counselor will prepare the paper work for all schedule changes upon approval from the administrator. Signatures of student, teachers, department director, parent/guardian and, last, the administrator are required before the change becomes effective.

6. No changes will be approved during the first two days of school unless a clerical error has been made on the pupil's schedule or unless there is a conflict in his/her program.

• **Dropping Courses**

Students who initiate a course drop after week 3 receive a letter grade of "WP" (withdrew passing) or "WF" (withdrew failing) for the semester. Students who initiate a course drop after the end of the 1st or 3rd quarters will receive an F grade for the semester (regardless of the term grades).

Student Record Regulations

All records are available to students and parents with reasonable notice. Records must be provided to both biological parents in the absence of a court order to the contrary. Copies of records may be released to third parties only with written permission from the student or parent/guardian.

To release a record to or for a student who has graduated or left school requires the student's signature on a Transcript Request Form.

• **Transfer Procedures**

1. Student takes a copy of the transfer card and a copy of his/her immunization record. A copy of the transcript (unsigned and without the seal) may be taken if the student so requests.

2. Official transcript, standardized test scores, special education records and all temporary records will be sent upon written request by the student or parent/guardian on a form provided by the new school system.

• **Retention and Destruction of Records**

1. Transcripts for graduates will be retained for sixty years.

2. Standardized test scores and special education records will be retained for five years.

3. All temporary records will be destroyed four years after the student's class graduates.

4. Records for transfer students and students who

have withdrawn will be retained according to the expected date of graduation.

Release of Information

1. According to Mass. General Law 603 CMR 23.07, Shrewsbury High School may release student names, addresses, telephone listings, date and place of birth, dates of attendance, weight and height of athletic team members, class and club participation in officially recognized school activities and sports, degrees, honors, awards, and post high school plans. However, parents and students have the right to request, in writing to the principal, that this information not be released without prior consent.

2. According to Mass. General Law 603 CMR 23.10, authorized school personnel of the school to which a student seeks or intends to transfer may have access to such student's record without the consent of the eligible student or parent, provided that the school the student is leaving or has left, gives notice that it forwards student records to school in which the student seeks or intends to enroll.

3. According to Mass. General Laws 603 CMR 71.34, parents have the right to inspect student records. Parent/guardian may "inspect academic, scholastic, or any records concerning such student...regardless of the age of such student."

Library /Media Center

The Media Center is open 7:15 a.m. to 3:00 p.m. school days.

• **Media Guidelines**

1. Students may visit the Media Center with their teachers for whole class, small group or independent research or other activities.

2. Students may visit the Media Center during study periods with permission from their study teacher or classroom teacher.

3. At the Media Center, students will give their passes to the media specialist and enter their names in the sign-in booklet.

4. Seniors with honor passes may use the Media Center during directed studies or during lunch.

• **Book Loans**

1. Loaned for a three-week period, books may be renewed once for another three weeks.

2. Magazines/reference books are loaned over night.

3. Overdue notices are sent biweekly.

4. Students' names are submitted to the administration when books are overdue more than two months.

4. Students who lose books will be billed for the cost of the book(s).

Video-taping and Photographing

SHS students may be videotaped or photographed as part of

student class work in the TV studio or as a class project. Students may also be videotaped by the local media as part of a school project or story. Parents/guardians who do not wish their student videotaped or photographed should submit a letter in that regard to the grade administrator.

School Nurse and Health Information

The school nurse strengthens and facilitates the educational process by improving and protecting the health status of children. The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. If a student becomes ill in school, he/she should report to the nurse, who will decide what should be done. Students must not leave the building without authorization because of illness. If the nurse is not in, students are to report to the main office.

The Shrewsbury Public Schools are not responsible for the dispensation of any medication except for prescription services--such as medicines for seizure disorder, asthmatic episodes, severe allergic reactions and psychotropic (behavior controlling) drugs--that a school nurse must administer during school hours. A physician's written certification will be necessary to administer these medications. The certification must include an explanation of the legitimate medical need of the student, the medication which is required for the physical or mental health of the child, and a verification that the prescribed medication must be administered during school hours by a school nurse.

Student Accident Reporting

Students are responsible for reporting to the school nurse all accidents resulting in injury. This is especially important for accidents that occur outside the school day in extra-curricular activities or the athletic program. By participating in extra-curricular activities and athletics, students and their parent(s) assume liability for accidents and injuries that may reasonably occur in the context of these events.

Student Accident Insurance

At the beginning of each school year, the School Department makes available to families the purchase of student accident insurance. Such insurance is typically purchased by those who do not have employer-sponsored health/dental plans available to them in the workplace. Premiums will vary depending upon the insurance coverage level selected. It is the responsibility of the parent/student to select the policy, pay the premium, and coordinate payment for health services received.

SECTION FOUR - EXTRA-CURRICULAR ACTIVITIES

The activities program is in keeping with the philosophy and objectives of the school making it possible for each student to take part in some extracurricular activity. Activities allow for self-expression and for development of leadership in various fields of interest.

Eligibility for Activities

To be eligible to represent Shrewsbury High School, or to participate interscholastically in any activity, or to hold office, or to practice in any activity, a student must receive at least a passing grade in four major subjects the previous grading period. If declared "ineligible" a student athlete shall remain ineligible until marks are reported to parents following the end of the next marking period (MIAA rule); other students are eligible when marks are due in office.

- This policy applies to all school programs and is not limited to athletics. The intent is to restore to failing students the maximum study time and to restrict privileges.
- A student may be declared ineligible by the Principal for violation of school regulations or not being in good standing due to attendance or disciplinary problems. Student officers of classes or activities and candidates for such positions are expected to exhibit cooperation and teamwork with students, faculty and administrators. Student class officers and school leaders are required to attend leadership training workshops when offered by the school.
- A major subject is one that carries full credit value (5.0 per year or 2.5 per semester or trimester). A student not meeting the standard because of incompletes is ineligible until the incompletes are recorded in the office to meet the standard.
- Eligibility for the first term of each school year is determined on the basis of the previous year's final year averages, not the last term's grades. A failed course taken and passed in summer school may restore eligibility.
- All student leaders, including captains, elected representatives, officers, and students appointed to leadership positions are expected to exhibit exemplary standards of behavior and act as role models for their peers throughout the school year, during vacations, and in the summer. Student leaders who are arrested and convicted for offenses other than routine traffic matters, suspended from school as a result of a serious discipline matter, or who, in the judgment of the high school administration, are not setting a standard of behavior consistent with their responsibilities and the expectations of Shrewsbury High School and the community, may lose their leadership position.

Class Information

To run for office, students must be academically eligible. All members of a class may vote.

Available Activities (Advisor):

Academic Decathlon (Ms. Sullivan)
Amnesty International
Best Buddies (Ms. Maroni)
Black History Committee (Ms. Fair)
Class of 2003 (Mrs. Krause, Mr. Munzner, Ms. O'Meara, Ms. Toti)
Class of 2004 (Mrs. Black, Mrs. Estaphan, Mrs. DeFalco)
Class of 2005 (Mr. Mazza, Mrs. Fair, Mrs. Gruszka)
Class of 2006 (Ms. Brown, Mr. Cahill, Ms. Duhamel, Ms. Wolff)
Colonial Car Club (Mr. Smith)
Colonial Magazine (Mrs. Korab)
Colonial Yearbook (Mrs. O'Leary)
Dance Team (Mrs. Boyers)
Donor Awareness Group (Mr. Mazza)
Dream Team (Mr. Marchand)
ELNA (Education and Leadership for a Non-Violent Age.) (Ms. Wilson)
Excelsior (Literary Magazine) (Ms. Townsend)
Fall Play (Mrs. Narcisi)
FIRST Robotics (Mr. Cornacchioli)
FOOD, etc. (Mrs. O'Leary)
French Club (Ms. Plourde)
Gay/Straight Alliance (Mrs. Meyers)
Hard Hat Club (Mr. Perreault)
Intramural Sports
Jazz (Mr. Ugialoro)
Library 020 Club (Mrs. Costello)
Martial Arts (Ms. O'Connor)
Math Teams (Mrs. Kupcinkas & Ms. Yurkinas)
National Art Honor Society (Ms. Welch)
National Honor Society (Ms. Wilson)
Political Action Group (Mrs. Goldman)
REAC (rock climbing) (Mrs. Krause)
Science Club
Science Student Interns (Dr. Fishman)
Service Learning (Mr. O'Connell)
School Store (Mrs. O'Leary)
Ski Club (Ms. Yurkinas)
Special Olympics Club (Mr. Nugent)
Speech and Debate Team (Ms. Avedian)
Spring Musical (Mrs. Narcisi)
Student Advisory (Mrs. Black)
Student Council (Mr. Chace & Mrs. Black)
Town Crier (newspaper)
Vernal Pools Society (Ms. O'Connor)

PLEASE NOTE: *Informal activities not sanctioned by the school and not under the supervision of the Assistant Principal for Student Affairs are not to be advertised or posted in school without specific permission of the administrator and are not the responsibility of the school.*

Athletic Procedures and Regulations

Any member of a team representing Shrewsbury High

School is subject to all regulations of the Massachusetts Secondary School Principals Association, the Midland/Wachusett League and the Shrewsbury High School. In general, candidates are reminded that to be eligible they must meet the following requirements:

Academic Eligibility

1. Quarter grades will be used to determine athletic eligibility for winter and spring sports.
 - Students must receive passing grades in a minimum of four full credit (5.0 credits per year or 2.5 credits per semester) courses to be eligible to compete in the next quarter.
 - Quarter grades will be checked at the end of the 1st, 2nd, and 3rd marking periods.
 2. Second Semester grades will be used to determine eligibility for FALL sports.
 - Students must receive passing grades in a minimum of four full credit courses, and
 - Students must have earned a total 20 credits for the year in major course work ("5.0 credit"-granting courses).
- Be under the age of 19 before September 1st.
 - Have a signed parent permission slip.
 - Obtain a physical examination (a record of which will be on file in the health office) before practicing or competing in any sport.
 - Be responsible for all athletic equipment issued; lost or stolen.
 - Report all injuries to coaches and fill out the necessary forms.
 - Adhere to the training rules prescribed by the coaches.
- The Principal may suspend or remove a student from athletics for serious violations of school regulations. More detailed descriptions of rules can be found in the *Shrewsbury High School Athlete's Handbook*.

Dances

- All students must present their IDs to attend school dances or be able to prove that they are an SHS student.
- SHS students may be permitted to have guests from outside SHS only for the sophomore semi-formal, junior prom and senior prom.
- Students must be in attendance at school on the day of the dance.
- Students are expected to be in the dance and not in the surrounding hallways.
- If a student leaves the dance and goes out into the parking lot, he/she will not be permitted to return.
- During a dance, the courtyard may be opened but must be monitored by a chaperone.

Fund Raising

1. No two classes or clubs may use the same fund raiser in

any one school year.

2. Every fund raiser must have a start and end date.
3. Only one fund raising activity can be in process at any given time.
4. Each class or club may have only one fund raiser in any one year (Senior class and the Yearbook are the exceptions).
5. A fund raising activity may only be in process for a maximum of three weeks.
6. All fund raising activities must be first approved by Assistant Principal for Student Affairs.
7. If house-to-house canvassing is necessary, School Committee approval is needed.
8. Students must return collected monies or unsold product by the deadlines established and published by the sponsoring organization, or they will assume responsibility for the funds.

SECTION FIVE - STUDENT ATTENDANCE AND DISCIPLINE GUIDELINES

Attendance Policy

Regular attendance is an essential part of each student's educational experience. Daily contact with teachers and other students is a vital part of each student's intellectual and social growth. Regular attendance and participation in class should lead to a valuable learning experience; the faculty and administration believe that this participation is an essential part of learning and grade evaluation. A lack of responsibility and commitment will result in a loss of credit.

General Attendance Guidelines and Regulations

1. If you will be absent from school, please have a parent or guardian call, 841-8809 and explain the absence to the Attendance Clerk, or leave a message on the answering machine.
2. Class attendance will be accurately and permanently recorded by classroom teachers in two ways:
 - Teachers will mark attendance in their grade/attendance books; and
 - Teachers will submit each period's attendance to the Attendance Office to be scanned into an electronic record.
3. If a student is absent from school, and the school has not been notified of the absence, the Attendance Office staff will call a parent or guardian to verify the absence. Students who are marked absent will be placed on the daily attendance sheet distributed to all school staff.
4. The school makes a distinction between excused and unexcused absences:
 - Excused absences include those absences due to illness, verifiable medical conditions, legal obligations, religious observances, death in the family, college or career visitation or other extenuating circumstances as approved by the grade administrator. Legitimate school field trips or other school-sponsored activities that cause a student to miss a class will be considered excused absences.
 - Unexcused absences include those absences due to truancy, class cutting, vacations other than specified school holidays or any absence from class without proper authorization from school staff.
 - Students suspended from school are authorized to miss school for the days specified by the administrator. Students suspended from school may lose credit if they exceed nine absences.
5. Parents or guardians are expected to call when a student is absent from school. Additionally, students who are absent from school must submit a note to the Attendance Office the day the student returns to school. No notes will be accepted beyond three days after the student's return to school.
 - Note must indicate date(s) of absence(s) and reason and be signed by a parent/guardian.
 - A note does not excuse any absence; it only verifies it. The

school may check the authenticity of any note received from a parent or guardian.

- Failure to submit an appropriate and legitimate note may result in loss of credit. Parents and students must maintain a record of their absences as the school will not provide a list of absence days. **NO NOTES WILL BE ACCEPTED BEYOND THREE DAYS AFTER THE STUDENT'S RETURN TO SCHOOL.**

6. Students who are tardy to school, after 7:25 a.m., must report to the Attendance Office and receive a pass which is then presented to the teacher. Students with excessive tardies to school, more than 3 in a term, will be referred for disciplinary action.

7. Students are expected to be in class on time. A student who is marked tardy four times in one semester will receive one unexcused absence in that class. Additionally, students who are tardy to class may receive detention from the classroom teacher; students who are habitually tardy will be referred to the appropriate administrator for further disciplinary action. A student who arrives after twenty minutes is considered absent.

Students who are tardy to school due to a late bus (an excused tardy) must report to the Attendance Office to be issued a pass.

8. Students absent for more than nine days in a class that meets every day in the cycle during a semester will lose credit for that class in that semester. Additionally:

- The Attendance Office staff will notify, in writing, that a student has exceeded nine days of absences and will lose credit in the course.
 - The student may still receive a passing grade but will not receive credit toward graduation if the student is absent for more than nine days in a semester course.
 - A student's class rank and grade point average (GPA) will be affected by a loss of credit.
 - The student's report card and transcript will clearly reflect the loss of credit because of excessive absences.
 - A student has the right to request a waiver of the attendance policy.
 - Students who enroll after the start of the semester will have the maximum number of absences adjusted.
9. Attendance responsibilities include:
- Students are responsible for attending classes and maintaining accurate attendance records.
 - Parents are responsible for providing a current phone number where they can be reached.
 - Teachers are responsible for notifying a student when a student has reached four absences in a class.
 - The Attendance Office staff is responsible for notifying, in writing, parents and students who have reached four absences in a class.
 - Administrators are responsible for conferring with students, parents, staff and administering appropriate discipline when a student has an excessive number of

unexcused absences.

10. Students must be in attendance for at least half of the school day to participate in any school activities. This includes, but is not limited to, all athletic practices/events; rehearsals/performances; class/club events; after school/evening meetings. Three and a half hours constitute a half day. Students who are tardy after or dismissed before 11:00 am are marked absent for the day and are ineligible to participate in activities for that day.

11. A student suspended from school is suspended from participation in or observation of any school event for the length of the suspension.

Attendance Waiver Review Process

If a student has lost credit due to excessive absences, he may request a waiver of the attendance policy. Students should follow these steps:

1. Complete a Request for Waiver of Attendance Policy form available in the Attendance Office. Submit the form, with appropriate signatures, to the Attendance Office by the date specified.
2. Completed forms will be verified by the Attendance Office staff for accuracy.
3. The Attendance Office Staff will forward all completed forms to the appropriate administrator for review and consideration. The administrator will also review the student's attendance folder containing all appropriate paperwork and information related to the student's attendance.
4. A student may be asked to appear before an Attendance Review Committee--consisting of an administrator, counselor, teacher, nurse, attendance clerk and other appropriate school staff--to explain, in person, the nature of the request. The administrator is responsible for receiving input from the Attendance Review Committee and making the decision to grant or deny the student's request.
5. A student may appeal the Attendance Review Committee's decision to the Principal.

Dismissals

Students are not permitted to leave the school grounds at any time during the school day without a note from home and approval from the Attendance Office. All dismissal notes from parents or those students who are 18 years of age must be turned in to the attendance office before school and must have a telephone number where the parent can be reached prior to the time of the dismissal. An Administrator must approve dismissals by phone request.

A student who becomes ill during the school day must report to the school nurse who will arrange for the student to be dismissed. Students who are dismissed must check out in the attendance office and leave the building through the main entrance. Students leaving school grounds without

permission will be subject to suspension.

No student will be allowed to drive another student anywhere during the school day or from school to any school-sponsored event without administrative approval.

Disciplinary Regulations and Guidelines

Shrewsbury High School values a respectful and safe school community. In order to encourage the development of self-discipline and a respect for the rights of others as well as to maintain an atmosphere that is conducive to learning--rules and regulations are necessary. To assist in the maintenance of an orderly educational system, disciplinary regulations have been established and apply to all students.

Breaches of discipline generally fall into four broad categories:

- Disruption of the teaching-learning situation
- Injuries to oneself or to others
- Damages to personal or public property
- Violations of school regulations or civil law

Disciplinary procedures at Shrewsbury High School range from an informal conference to expulsion from school. The procedure to be used in a particular instance depends upon the infraction, specific circumstances, and the individual's overall pattern of behavior. In general, four disciplinary procedures may be enforced depending on the infraction:

- Detention •Saturday detention
- Suspension •Expulsion

Alternatively, a student may be required to complete work detail or pay a fine as a result of misbehavior.

If an Administrator determines an out-of-school suspension is appropriate, the student will be so informed and written notification will be sent by mail to the student's parents. Students may not return to school until the date specified. A parent meeting may be required. Students suspended out-of-school should arrange to make up missed work. Suspended students must not be on school grounds or in the building during the period of suspension. A student has the right to appeal the suspension to the Principal.

Violations

Violations of these established norms of student behavior may result in disciplinary action including suspension.

1. The possession and/or use of illegal chemical substances, including alcohol is prohibited. Students possessing, using, distributing and/or under the influence of illegal chemical substances are subject to expulsion. The possession, use and/or distribution of alcohol at school or at school-sponsored activities will result in the following disciplinary actions:
 - Students found in the possession of alcoholic beverages

and/or under the influence of alcohol will be suspended from school for a minimum of five days.

- A parent conference will be held upon reentry to school and the school administration will require the student to seek outside counseling at the student's expense.

- Depending upon the nature of the situation, the police will be notified.

- A student may lose the right to participate in any extra-curricular activities up to a semester in duration as a result of a violation of this policy.

2. SHS is dedicated to providing a smoke-free campus.

The possession and/or use of tobacco products, including cigarettes, cigars, snuff and chewing tobacco, is prohibited on campus. Students using or possessing tobacco products will be subject to the following progressive disciplinary actions:

- Students possessing or using tobacco products will be suspended a minimum of three days.

- A student guilty of repeated offenses will be suspended up to 5 days.

- Any action may be deferred if a student can verify that he or she is participating in a smoking cessation program.

3. Fighting, harassment, or abusive behavior or discrimination and/or toward another student, will result in suspension.

- A repeated offense may cause a loss of privileges to attend extra-curricular activities.

- Repeated fighting or assault will be reported to the police.

- Students may be disciplined for fighting outside of school when the incident adversely affects school order or instruction for any student.

- Students who encourage or incite other students to fight may be subject to suspension.

Additionally, the following infractions may result in disciplinary action:

4. Failure to obey instruction of an adult staff member.

5. Truancy from school.

6. Unauthorized absence from class or study hall or other school assignment.

7. Habitual tardiness to school (i.e., more than 3 in a term).

8. Games associated with gambling.

9. Lewd or vulgar, obscene, profane, sexist or racist communications (including displays on clothing).

10. Radios, tape, CD players, T.V. equipment, beepers and cellular/portable telephones for non-instructional use are prohibited during the school day.

11. Unsportsmanlike conduct by participants or spectators at school competitions.

12. Physical acts of affection which violate norms of good taste.

13. Leaving, wandering in or out of the building and being in unauthorized areas including the student parking lot.

14. Disrespect, insolence, harassment or insubordination toward school staff.

15. Opening the locker of another student without permission or stealing and/or destroying the contents.

16. Unauthorized possession of dangerous or destructive articles or material, including, for example, weapons, look alike weapons or firecrackers. A weapon is an object designed to do bodily harm or an object actually used in threatening or inflicting bodily harm.

17. Vandalism, destruction or abuse of school property, or student work and property.

18. Hazing or endangering the health (physical or mental) of a student as part of an initiation procedure of any kind.

19. Stealing the property of any member of the SHS Community will not be tolerated.

Cheating and Plagiarism

Cheating is obtaining information or copying another's work for the purpose of presenting it as one's own work, or providing information to others who have not acquired it through work of their own. The high school faculty considers plagiarism to be the intentional use of material (from books, magazines, the Internet, journals, electronic media, etc.) without proper documentation; this includes copying of papers, paragraphs, ideas, parts of sentences, sentences, and calling the work one's own. Paraphrasing material without proper documentation is also plagiarism. Both cheating and plagiarism are unacceptable, dishonest, and indicate a lack of integrity. Cheating and plagiarism will not be tolerated and will result in the following disciplinary action:

1. If a teacher determines that a cheating or plagiarism incident has occurred, the teacher will assign a zero to the student(s) involved. Additionally, the teacher must inform the student's parents, guidance counselor, department director, and grade administrator and the action taken regarding the incident. The guidance counselor will record the incident in the student's file. The student has a right to appeal the teacher's action to the department director. The principal may send a letter to the student expressing his concern about the incident.

2. In the event a student is responsible for two or more incidents of cheating or plagiarism within the same course, the student will be assigned a failing grade for the specific assignment and a failing grade for the quarter in which the most recent incident occurred. The teacher will inform the student's parents, guidance counselor, grade administrator, and principal of the incident and the action taken. The principal will send a letter to the student and parents explaining his concern about the most recent incident; a copy of the letter and any action taken will become part of the student's file.

3. In the event a student is responsible for a cheating or

plagiarism incident involving other students or multiple incidences of cheating or plagiarism involving more than one teacher during the school year or over the time of the student's high school career, the student will receive a failing grade for the assignment(s) and a failing grade for the course(s) in the quarter in which the incident occurred. Additionally, the student faces disciplinary action, including suspension from school. The teacher(s) will inform the student's parents, guidance counselor, grade administrator, and principal of the incident and the action taken. The principal will send a letter to the student and parent about the incident and hold a parent meeting to discuss the student's actions and make plans to assist the student. A copy of the letter and any action taken will become part of the student's file.

Expulsion

The following offenses, detailed in Mass. General Laws (MGL), Chapter 71, Section 37H, may be cause for expulsion from school :

1. Any student who is found on school premises or at school sponsored or school related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance, as defined in MGL, Chapter 94C, including, but not limited to marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, the principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).

Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent.

When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school

district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Felony Complaint or Conviction

According to Mass. General Laws(MGL) 37H^{1/2} a student may be suspended from school for a period of time deemed appropriate by the principal if a student has been charged and/or convicted of a felony crime. The principal must determine that the student's continued presence in school will have a substantial detrimental effect on the school community. The student shall receive written notification of a hearing with the principal and, depending on the principal's decision, the student has the right to appeal the principal's decision to the superintendent of schools. Superintendent of Schools. The school will not be responsible for providing educational services for the period of suspension.

Suspending Students with Special Needs

1. Suspension shall be defined as any action which results in the removal of a student from the program presented in his/her Educational Plan.

2. The Special Education Department Director will be receiving the "counselor copy" of the discipline notice when a special needs student is suspended.

3. 3. The Individualized Education Plan (IEP) for every special needs student will indicate whether the student can be expected to meet the regular discipline code or if a modification is required. If a modified discipline code is required, it will be written into the IEP

4. When it is known that the suspension (s) of a special needs student will accumulate to ten days in a school year, a review of the IEP will be held to determine the appropriateness of the student's placement or program.

Drug Abuse Policy

- Drugs - any substance listed and defined as a controlled substance in Chapter 94C of the General Laws of Massachusetts pertaining to the Controlled Substances Act of 1971, and any alcoholic beverage.

- In general, drug abuse is defined as the illegal possession, sale or illicit use of drugs on school property by students or others.

- Student drug abuse may consist of any of the following:

- Illicit experimentation - illegal trial use of drugs

- Misuse - improper use of medication or use in excess of recommended dosage

- Abuse - repeated, excessive, illegal, non prescribed use of drugs, short of dependence

- Dependence - a state of physical or psychic dependence, or both, upon a drug following

administration of that drug on a repeated
periodic or continuous basis

- Regulations and Procedure regarding the illicit use of drugs:

In general, problems and suspected problems in the illicit use of drugs will be handled according to the customary pattern of accident and illness procedures already in effect at each school.

- Situations not of an emergency nature:

If an instance of illicit drug use is discovered by school personnel:

- Refer to school nurse
- School nurse notifies Principal
- Principal will notify the parents (and the counselors in the secondary schools)

If a student voluntarily tells a confidant on the school staff of a personal drug problem, the trust should be maintained, with the confidant making every effort to convince the student to either inform his parents or allow the confidant to do so. If this fails, the health and guidance staff should be prepared to direct a student to appropriate local resources.

- If a student's illicit use of drugs becomes evident and creates an emergency situation, the actions toward the student should be channeled through the school's health services.

Teacher and Guidance Counselor: Immediately see that the student is taken, personally or by other school personnel, to the school nurse, giving her all pertinent information. Be prepared to discuss facts and impressions (carefully distinguishing between the two) with pupil services personnel and a school official at a later date. Keep a written record of the incident.

School Nurse: Determine whether in fact this is an emergency. If it is, steps outlined in handling cases of major problems or accidents to pupils should be followed:

1. Administer first aid if necessary.
2. Advise the Principal.
3. Notify the parent immediately of the student's condition.
4. If the parent cannot be reached, and the student's family physician cannot be reached, arrange transportation to the hospital for the student. The parent should be notified at the earliest possible moment thereafter.

School Principal:

1. Be certain the guidance personnel and school nurse are aware of the problem.
2. Be sure parents are immediately notified of circumstances.
3. Notify the police if the situation warrants such action.
4. Notify Director of Pupil Personnel Services.
5. Keep the Superintendent fully informed.

- Following an instance of suspected illicit use of drugs, the

Principal will institute follow-up procedures which will include a review of the situation and consideration of appropriate action. Such action might include disciplinary measures, counseling and/or referral to other agencies, or notification of the police. If controlled or narcotic drugs are involved, an attempt should be made to determine whether they were for personal use or for distribution. If drugs were for distribution, the local police will be notified.

Regulations regarding the possession of controlled substances on school property or while the student is under school supervision.

- Handling controlled substances: The nurse and school principal or administrator shall be responsible for handling controlled substances. Any other persons in the schools who come into possession of controlled substances shall as soon as possible, turn them over to these designated persons. Receipts must be furnished upon presentation and demanded upon relinquishing possession. A procedure for maintaining confidentiality will be developed between the building administrators and local police department.
- Offenses should be reported to designated officials as follows:

1. School personnel will report suspected possession or sale of controlled substance to the building principal.
2. Upon observing a student in possession of controlled substances, school personnel should take immediate possession of the controlled substance and turn it over to the Principal.

3. Principal:

- Should turn over to police all controlled substances coming into their possession with information about how it was obtained

- Is responsible for reports to Superintendent, parents, local police and state agencies.

- Under the supervision of the school administrator or his designee, student lockers, desks, or belongings, may be searched under the following conditions:

1. The administrator has a reasonable suspicion that a student possesses contraband material.
2. The presence of contraband materials poses a threat to the maintenance of discipline and order in the school
3. The students have been informed in advance, that under school board regulations, desks and lockers may be inspected if the administration has reason to suspect that materials injurious to the best interests of the school are kept on school property.
4. A search of the student's personal property will be conducted only as an extreme measure and only by an administrator and a staff witness.
5. If it becomes necessary for the police to

question a student, an administrator will be present. Students under the age of 17 will have their parents notified.

Search and Seizure

Searches and seizures of students and student property will be conducted only when such search and/or seizure is deemed necessary by the school administrator who has a reasonable suspicion that a student possesses a illegal substance or weapons and to preserve order and safety in the school.

School lockers are school property assigned to students for use during the school year. Lockers are subject to searches by the school's administration and staff. On occasion, the police department and school administration will have trained, drug sniffing dogs check school property and lockers for contraband.

When violations of the law are suspected, the School Resource Officer and police officials will be contacted.

Student Vehicles and Parking

Parking is limited at Shrewsbury High School and is a privilege that may be revoked or suspended if a student driver does not adhere to the following guidelines:

1. Students must register their car and/or motorcycle with the attendance office.
2. Vehicles must be parked in the student parking lot only.
3. No student cars are to be parked in the fire lane or faculty parking areas. Student cars in these areas will be towed away at the owner's expense.
4. The speed limit on school grounds is fifteen (15) miles per hour.
5. Drivers are responsible if any students are found in their cars during school hours.
6. Students are not permitted to leave school in their cars without permission.
7. Students are not permitted to be in their cars during the school day without administrative approval.
8. On occasion, the police department and school administration will have trained, drug sniffing dogs check cars in the student parking lot for contraband. The student owner/driver of a car containing illegal drugs, alcohol or other illegal contraband will be held responsible and is subject to disciplinary action.

School Bus and Vehicle Rules

1. A driver will not move a school vehicle until all pupils are seated. Pupils shall remain seated when the vehicle is moving.

2. Smoking is not permitted on a school vehicle.
3. Littering from school vehicle windows will not be tolerated.
4. Profane language, quarreling, or improper conduct on a school vehicle are strictly forbidden.
5. The driver shall report the name of the individuals violating items 1,2,3, or 4 to the Principal and to the Transportation Officer.
6. If a pupil is injured on the school vehicle in other than a vehicle accident, the driver shall apply first aid and upon delivering the pupil to his home, make certain a parent is present and notified.
7. A copy of the School Vehicle Rules will be posted at all times in each vehicle.
8. Violation of the School Vehicle Rules shall be reported to the School Transportation Officer who shall investigate the complaint, notify the parent by letter, with a copy to the Principal. The Transportation Officer may, following notification of the Superintendent, suspend student transportation privileges for a period not to exceed three (3) days.
9. A second major offense will be investigated by the School Transportation Officer and referred to the Superintendent, who shall meet with the pupil and parents. The Superintendent may suspend transportation privileges for a period not to exceed thirty (30) days. This suspension is subject to School Committee review and a hearing on request of the parents or pupil age 18 or older.

Commons Guidelines

Students are expected to conduct themselves in an appropriate and respectful manner when using the commons. The following regulations are a guide to proper behavior in the commons:

1. Throwing any item is forbidden.
2. Students are responsible for picking up after themselves.
3. Under no circumstances is food to be taken from the commons.
4. All students must remain in the commons unless excused by staff on duty.

Dress Code

Students will use good judgment regarding appropriate attire in school. Administrators will determine what constitutes appropriate attire.

- Bare feet are not allowed for the obvious reasons of safety and hygiene.
- Students will not wear hats in school while classes are in session. Hats may be worn to school and placed in lockers but cannot be worn or carried in the halls, cafeteria, or classrooms during the regular school day.
- Vulgar, obscene, sexist or profane communications displayed on clothing are strictly forbidden.

Fraternities and Sororities

The Massachusetts Secondary Schools' Association maintains that fraternities, sororities, and other restrictive or secret organizations are not properly a part of the public school function. The Shrewsbury School Committee opposes these types of organizations at Shrewsbury High School. We do not authorize, permit or recognize the activities of these organizations at Shrewsbury High School.

Hazing

Hazing is prohibited at Shrewsbury High School. Hazing means any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, sexual abuse, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. A student may not consent to hazing.

Bullying and Harassment

Bullying and harassment are unacceptable at Shrewsbury High School. Bullying and harassment includes conduct that threatens, demeans, intimidates, or harms another with physical, verbal, emotional, racist, abusive or unwanted sexual behavior and/or action. Bullying and harassment will result in severe disciplinary action, including suspension and, as appropriate, referral to the School Resource Officer and police department.

Detentions

The Administration assigns office detentions, which will begin at 2:00 p.m. Students will be given one-day notice; parents must provide transportation. Students who have obtained a detention must report with school materials to study. Failure to comply with the rules may result in not receiving credit for attendance. An excessive accumulation will result in Saturday detention or out-of-school suspension.

Passes

No students are allowed in corridors during class time unless they have a pass, usually the student's Planner, issued by a member of the high school staff, which states where the student is coming from, the time he/she left, and the destination. Students also must sign out of class. Passes to leave the building can only be issued by the administrators.

Seniors with an honor pass are allowed to leave classrooms to visit the media center, commons, computer labs, or other

places in the school in which they have business to conduct.

Student Property

Certain student property (including pagers, cell phones, radios, playing cards, squirt guns, etc.) does not belong in school. Property confiscated from a student because it is disruptive to the school program or against school rules will be placed in the front office and returned to parents or students upon administrative approval. The School Department will not be responsible for student property not picked up at the designated time.

This policy does not apply to properties taken according to the Search and Seizure policy. Property that threatens the safety of any member of the school community or is in violation of the law will be retained for a longer period of time dependent upon the property and circumstances surrounding its confiscation.

SECTION SIX - APPENDIX SCHOOL POLICIES

Shrewsbury Public Schools Statement of Non-Discrimination

Shrewsbury Public Schools are required by the Massachusetts Department of Education to publish an annual statement of non-discrimination. This notice serves to meet that requirement.

The Massachusetts Equal Educational Opportunity statute, General Laws Chapter 76, § 5, ensures that all students have the right to equal educational opportunities in the public schools. The Shrewsbury Public School District is committed to ensuring equal educational opportunities for all students, and does not discriminate on the basis of race, color, sex, religion, national origin, sexual orientation or disability.

The Shrewsbury Public Schools are in compliance with state and federal laws prohibiting discrimination and harassment. The following laws apply:

Massachusetts General Law Chapter 76, § 5, which states, "No person shall be excluded from or discriminated against in the admission to a public school or in obtaining the advantages, privileges, and course of study of such public school on account of race, color, sex, religion, national origin or sexual orientation."

Title IX of the Educational Amendments of 1972, is a federal statute which states, in part, "No person in the United States shall on the basis of sex be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program receiving federal assistance." This requirement not to discriminate in educational programs and activities also extends to employment. Mr. Thomas M. Kennedy is the Title IX Coordinator Director of Human Resources at (508) 841-8400.

Title VI of the Civil Rights Act of 1964, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance. Title VI provided for equal access and prohibits discrimination in the assignment of students to classes. It also prohibits discrimination in ability grouping or tracking students.

The Shrewsbury School Committee's Policies #316 and #645, deal directly with the issues of harassment. Copies of these policies are available in the Principal's Office at each school or through the Superintendent's Office, located at 100 Maple Avenue, Shrewsbury, MA 01545. Further information may

be obtained by contacting Mr. Thomas M. Kennedy, Director of Human Resources at (508) 841-8400.

The following grievance procedure which was approved by the Shrewsbury School Committee, is to be used for all issues relating to harassment or discrimination involving student and/or staff:

- The Shrewsbury Public Schools does not and will not knowingly discriminate against any student or employee on the basis of race, color, sex, religion, national origin, sexual orientation or disability. All reports of harassment or discrimination will be taken seriously and investigated in a timely fashion. Reports will be held in the utmost confidence.

- Any individual who believes he/she has been the subject of harassment or discrimination should immediately report the incident, either verbally or in writing to an administrator, adjustment counselor, guidance counselor, or teacher. The principal must be notified in all cases of harassment or discrimination. All cases of harassment involving a staff member will be reported to the Director of Human Resources.

- An administrator will first meet with the parties involved in an attempt to resolve the issue informally.

- If the complainant is unable to meet with the alleged harasser, the administrator, teacher, or counselor may assist the complainant in drafting a letter clearly describing the incident (behavior, where and when it occurred), how the complainant felt, and a request that the behavior stop immediately.

- Any letter should be signed by the complainant, sent to the alleged harasser and be kept on file by the school administrator.

- The alleged harasser may be encouraged to apologize, personally or by letter or to write a letter refuting the allegations.

- In cases of alleged harassment requiring formal investigations, the following shall be implemented.

- The complainant shall have the support of a staff member of his/her choice and the alleged harasser will also have the opportunity to select representation (union representative, attorney, teacher, etc). An administrator from the appropriate level will complete an investigation promptly and make a decision regarding the allegations.

- In serious cases where alleged harassment does not stop following a warning, appropriate disciplinary sanction may be imposed, up to and including suspension or dismissal.

- If the conduct violates the law the incident

will be reported to the appropriate authorities by the school administration.
-Retaliation or threats of retaliation are unlawful and will not be tolerated.

-In all cases of harassment or discrimination the investigating administrator will make a final disposition and issue a written report, which will be maintained in the school's files.

- If the complainant cannot utilize the procedure detailed above because the alleged harasser is involved in the procedure, the complainant should contact the Superintendent of Schools. Complaints about the Superintendent of Schools should be made to the Chairperson of the School Committee.

Section 504 of the Rehabilitation Act of 1973 is a federal statute which states, in part, "No otherwise qualified individual, shall solely on the basis of handicap, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." This requirement not to discriminate in educational programs and activities also extends to employment. Each school has a designated Section 504 Coordinator. Initial inquiries relating to Section 504 should be directed to the building-based Section 504 Coordinator who can be contacted through the principal's office. Further information may be requested by contacting the Superintendent's office at (508) 841-8400.

The following grievance procedure should be used to report discrimination under Section 504 of the Rehabilitation Act of 1973:

- To fulfill its obligation under Section 504, the Shrewsbury Public Schools recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against a person with a disability will knowingly be permitted in any of the programs or activities of the Shrewsbury Public Schools.
- The school district has a specific requirement under the Rehabilitation Act of 1973, which includes the responsibility to identify, evaluate and if the child is determined to be eligible under Section 504, to afford access to free and appropriate educational services. Questions about eligibility or services should be first directed to the building-based coordinator.
- If a parent or guardian disagrees with the determination made by the professional staff of the school, he/she has a right to a hearing, first with the district's Section 504 Coordinator, and secondly with an impartial hearing officer. The district's Section 504 Coordinator can be reached at 100 Maple Avenue, Shrewsbury, MA 01545 or by phone at (508) 841-8400.
- All grievances will be heard in a timely manner by the

Assistant Superintendent, the district's Section 504 Coordinator, who will provide a written report of the district's findings. If a parent or guardian is unsatisfied with the results of the review they may appeal to the Superintendent of Schools.

- For grievances not resolved at the Superintendent's level, a review by an impartial hearing officer may be scheduled.

Individuals with grievances are not required to use the Shrewsbury Public School's grievance procedure. Written complaints may be filed with the following agencies:

Massachusetts Department of Education

350 Main Street

Malden, MA 02148-5023

(781) 338-3000

United States Department of Education

Region 1 - Office of Civil Rights

John W. McCormack Post Office and Courthouse - Room 222

Boston, MA 02109-4557

(617) 223-9662

Equal Employment Opportunity Commission

One Congress Street

Boston, MA 02114

(617) 565-3200

Massachusetts Commission Against Discrimination

One Ashburton Place, Room 601

Boston, MA 02108

(617) 727-3990

Sexual Harassment Policy

The Shrewsbury School Committee has formulated Policy 316, which defines sexual harassment, establishes appropriate standards of conduct and sets guidelines for recognizing and dealing with sexual harassment. The text below is from policy 316, a complete copy of the policy is available in the main office of each school or at the Superintendent's Office at 100 Maple Avenue.

Shrewsbury Public Schools strive to meet the intellectual, emotional, cultural, physical and social needs of the entire school community. Students are encouraged to develop to their maximum potential and acquire the skills necessary to become mature, responsible and productive citizens. Faculty and staff members work in a professional environment to help students fulfill these goals. Sexual harassment is an unlawful and destructive behavior that interferes with education and teaching, and therefore, will not be tolerated. The term "sexual harassment" means any sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature when: submission to or rejection of such advances is made a term or condition of benefits, privileges, or the basis of academic achievement; or such requests or advances create an intimidating, hostile, humiliating or sexually offensive educational environment.

- Sexual harassment includes verbal and physical behavior related to gender or sexual preference that creates an intimidating or controlling environment.
- Sexual harassment may include but is not limited to:

unwelcome sexual advances or requests for sexual favors
inappropriate touching or verbal comments
inappropriate written messages of a sexual nature or
intimidation based on gender or sexual preference
leering or voyeurism

displaying sexually suggestive pictures or objects in school

- No form of sexual harassment will be tolerated by the Shrewsbury Public Schools. Anyone found to have committed any form of sexual harassment will be disciplined.

- Retaliation against any individual for reporting sexual harassment is unlawful and will not be tolerated.

- Student should report incident to teacher, school guidance personnel, SRO or school administration.

Parents will be informed by the school and meeting will take place.

Reporting sexual harassment:

- Every report of sexual harassment will be taken seriously and investigated in a timely manner. Investigations will be conducted in confidence.

- Whenever possible, any individual who believes that he/she has been harassed, should meet the harasser personally in order to resolve the issue on an informal basis. Students will be assisted and supported in this process by an adult in the school.

If the individual reporting the harassment does not want to meet directly with the harasser they must report the incident to the building administrator, the guidance/adjustment counselor or the school psychologist. All cases of sexual harassment must be reported to the building principal.

Physical Restraint Policy

The Shrewsbury Public Schools complies with the DOE restraint regulations, 603 CMR 46.00 et seq. ("Regulations"), to the extent required by law. According to their terms, the Regulations apply not only at school but also at school-sponsored events and activities, whether or not on school property.

Methods and Conditions for Implementation:

- School staff may use physical restraint only when non-physical interventions would be ineffective and the student's behavior poses a threat of imminent, serious harm to self and/or others or pursuant to a student's IEP or other written plan developed in accordance with state and federal law and approved by the school and parent or guardian.

- Physical restraint may not be used as a means of punishment or as a response to property destruction, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious, physical harm. Chemical and mechanical restraints may only be used if explicitly authorized by a physician and approved by a

parent or guardian. Seclusion is prohibited.

- The Regulations do not prevent a teacher, employee or agent of the District from using reasonable force to protect students, other persons or themselves from assault or imminent serious harm or from restraining students as otherwise provided in the Regulations.

Staff Training:

- All school staff must receive training with respect to the district's restraint policy (i.e., following the Regulations) within the first month of school, including receiving information about interventions that may preclude the need for restraint, types of restraint and related safety considerations, and administering physical restraint in accordance with known medical or psychological limitations and/or behavioral intervention plans applicable to an individual student. Additionally, the principal must identify specific staff to serve as school-wide resources to assist in ensuring proper administration of physical restraint. These individuals must participate in in-depth training with respect to restraint and implementation of the Regulations.

Reporting Requirements and Follow-Up:

- In instances where a physical restraint lasts more than five minutes or results in injury to a student or staff member, the school staff must report the physical restraint to the principal or a designee. The principal/designee must maintain an ongoing record of all such reported instances, which will be made available in accordance with state and federal law and regulations. The principal/designee must also verbally inform the student's parent or guardian of the restraint as soon as possible, and by written report postmarked no later than three school working days following the use of the restraint. The written restraint report must be provided to the parent or guardian in the language in which report cards and other necessary school-related information are customarily provided.

- In the event that a physical restraint (1) lasts longer than 20 minutes or (2) results in serious injury to the student or staff member, the school must, within five school working days of the reported restraint, provide a copy of the written report to DOE along with a copy of the school's record of physical restraints covering the thirty-day period prior to the date of the restraint.

- For students who require the frequent use of restraint because they present a high risk of frequent, dangerous behaviors, school staff may seek and obtain the parent or guardian's consent to waive reporting requirements for restraints administered to an individual student that do not result in serious injury to the student or staff member or constitute extended restraint (longer than 20 minutes).

- Follow-up procedures for restraint include not only the reporting requirements set forth above, but also reviewing the incident with the student, staff and consideration of whether follow-up is appropriate for students who witnessed the incident.

- Complaints and investigations regarding restraint practices are covered by District Policy 132, Steps for Handling Complaints

The above procedures and guidelines will be reviewed annually with school personnel and shared with students and parents. A copy of the regulations can be obtained from the Director of Special Education/ Pupil Personnel Services, who can be reached at (508) 841-8660. A copy of the regulations of Department of Education may also be obtained at the following websites:
www.doe.edu/lawsregs/603cmr46.html
<<http://www.doe.edu/lawsregs/603cmr46.html>>.

Computer Lab Guidelines

Hours: 7:00 a.m. -2:30 p.m. Monday through Friday.
Also, Tuesday and Thursday evenings from 7:00 to 9:00.

Students and parents will be asked to sign the Technology Acceptable Use Agreement. The sample agreement is printed below.

Technology Acceptable Use Agreement

1. I will use the Internet, school computers and e-mail for educationally relevant purposes.
2. I will respect the rights of copyright owners and will not plagiarize work that I find on the Internet.
3. I will not use e-mail, enter any chat rooms or use instant messaging without permission from my teacher.
4. I will not download any files or execute attachments from unknown sources that I did not request or expect to receive.
5. I will coordinate with teachers any large scale downloading and printing to prevent network slowdown and conserve resources.
6. I will respect all school hardware and never load software or do anything to damage any equipment.
7. I will not send, forward, access or post any material that is likely to be offensive, personal, or threatening to recipients or viewers.
8. I will not share my personal account information with anyone, use an account assigned to another user or leave the account open or unattended. I will not trespass, delete or tamper with anyone else's files, folders, or work.
9. I will promptly inform a teacher if any messages I receive are inappropriate.
10. I understand network files are not private. Network administrators may view the contents at any time in order to maintain system integrity.
11. I agree to maintain any disk quota space provided to me, including school email resources.

I understand that should I violate this contract, the consequences could be the revocation of all network access, suspension from school, and legal action by the authorities.

Sample Agreement

I, SAMPLE , pledge to follow these rules while using all instructional technologies at school. I have read the above and understand the consequences.

Student's Signature

Date: _____

Grade: _____

Parent/Guardian Signature

Date: _____

Teacher

Date: _____

